

STATE OF HAWAII
Department of Human Resources Development - State Recruiting Office
235 South Beretania Street, 11th Floor, Honolulu, Hawaii 96813-2437

Now that you are eligible for employment consideration, you will be referred to vacancies based on your examination score and the employment conditions/geographic locations you specified on your application. Important information regarding your eligibility is listed below.

Your name may continue to be referred to vacancies even after you are appointed to a temporary position. Your availability for temporary positions will be removed and you will not be referred to other temporary vacancies. However, if you indicated interest in permanent positions on your application, you will continue to be referred to permanent positions.

Suspension, Restoration, and Termination of Your Eligibility

A. Your eligibility will be *suspended* when:

1. you decline a job offer, do not report for an employment interview or respond to an employment inquiry, indicate lack of interest in any other way for a position, or you are contacted and are not available to attend an interview;
2. you do not report to duty after appointment to a position;
3. further investigation of your suitability for employment needs to be conducted; or
4. you are found to be unable or ineligible to perform the work.

B. You may request that your eligibility be *restored/reinstated* to the eligible list, if the list is still active and your eligibility has not expired, under the following conditions:

1. you are now available for employment;
2. you now meet the physical standards of the job; or
3. you terminated without delinquency or misconduct during your initial probationary period after being appointed from the list.

When submitting your written request, please include your name, job title, and recruitment number.

C. Your eligibility will be *terminated* when:

1. you are appointed to a permanent position from the eligible list;
2. you are found to be ineligible for appointment;
3. you withdraw from employment consideration; or
4. you were contacted and not interested in a position for which a recruitment was specifically conducted.